

AGENDA ITEM 2

LAKE COUNTY COMMUNITY HEALTH CENTER GOVERNING COUNCIL September 25, 2014 Meeting Minutes

1. **Call to Order:** Governing Council Chairperson Robert Tarter thanked everybody for coming and called the meeting to order at 12:05 p.m. in the Board Room at 3010 Grand Avenue Waukegan, IL

Members Present

Richard Brown
Maria Elena Lara
Dr. James Macrowski
Mary Ellen Radtke
Mary Ross-Cunningham
Robert Tarter
Dorothy Volkert
Patricia White

Staff Present

Tony Beltran, MBA, Executive Director
Jeanne Ang, MCRP, Director, Primary Care Services
Jerry Nordstrom, MBA, Director, Administrative Services
Robert Saqueton, MD, Medical Director, PCS
Omar Cockey, DMD, MPH, Dental Director, PCS
Denise Koppit, RN, MPH, Associate Director, PCS
Sam Johnson-Maurello, LCPC, RDDP, Associate Director, BHS
Pam Riley, CPA, Finance Officer, Administrative Services
Mary Harris-Reese, RN, BS, MA, CQI Coordinator, PCS
Kim Burke, MBA, Director Managed Care and Utilization Management
Diane Pelli, Business Manager, PCS
Leslie Piotrowski, Communications Manager, Administrative Services
David McDermott, Grants Manager, PCS
Cathy Moreno, Women's Health Coordinator, PCS
Muna Qureshi, Health Information Manager, Administrative Services
Douglas Kasamis, IT Manager, Administrative Services
Jean Mina, Executive Assistant, Primary Care Services

Members Excused

Eula Crawford
Frederick McConico
Cynthia Trujillo-Vargas

Staff Excused

Ted Testa, MBA, Psy.D, Director, Behavioral Health Services
Laura Schneider, Policy Analyst, Administrative Services
Carolyn Waller, Media Specialist, Administrative Services

2. **Approval of Minutes:**
A. **August 28, 2014**

Member Ross-Cunningham made the motion to accept the minutes from August 28, 2014. Member Brown seconded the motion. All in favor. None opposed. The motion carried and was approved.

3. **Public Comments to the Governing Council:** There were no visitors who spoke at this meeting.

4. **Executive Director's Report:** ED Beltran introduced two new staff members: Muna Qureshi is the new Health Information Manager and Doug Kasamis is the new IT Manager. Both are with Administrative Services because the agency is looking at global structures and technology is the core of what we do. Member Radtke asked about the interface of our system into NextGen and if we need to continue with the outside contract with OSIS. *There will be an evaluation of the OSIS contract and we will find the best structure for our system.*

Managed Care continues to move along with the Family Health Plan as the next group of patients. Lake County Enrollment Packets which include a letter, brochure, and tips for selecting an MCO, were mailed out to patients starting on September 5, 2014. The state sends out packets to Medicaid patients. The voluntary period is 60 days from date of the letter. Marketplace opens November 15, 2014.

5. **Director of Primary Care Services Report:** The following items were presented:
A. **Items for Approval:**

1. **Approval of Membership Renewals:** Members Lara, Radtke, Ross-Cunningham, Volkert, McConico, and White have completed their one or two year terms and have expressed interest in continuing their membership to the Governing Council. Their two-year term will end October, 2016.

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Member Macrowski made the motion to accept the two-year membership renewals of the above-mentioned members. Two-year term ending October, 2016. Member White seconded the motion. All in favor. None opposed. The motion carried and approved.

2. **Approval of Family Planning Grant Educational Materials: Women's Health**
Coordinator Cathy Moreno passed out updated copies of brochures that serve as educational materials used for community outreach and at the clinic sites. Our Title X grant requires us to provide reproductive information to clients.

Member Tarter asked about adding all locations and RLSBHC, and WIC since we are expanding our scope of services. *The RLSBHC and Grand Avenue sites were added in the new brochures. Yes, WIC will be added when brochures are updated.*

Member Macrowski asked how these brochures are distributed. *The brochures are handed to clients (teens, pregnant women, and those who are looking at reproductive services and information). Do we give the Gardasil vaccine? We do not provide Gardasil in our clinics.* Member White asked if these brochures are available at all the clinics for pick up by patients. *The brochures are not out in the open for pick up. Counselors distribute and give them out to the clients depending on their need.*

Dr. Saqueton made a recommendation to make the graphics on these brochures more inclusive. Member White asked about brochures on STI. *STI brochures are not developed through the Title X grant but come from the state.*

Member Ross-Cunningham made the motion to approve the Family Planning Title X Grant educational materials which will be updated with suggestions from the board. Member White seconded the motion. All in favor. None opposed. The motion carried and was approved.

B. Approval of Grants:

1. **Approval of Expanded Services for Midlakes Health Center \$436,520:** A HRSA Grant in the amount of \$335,956 is awarded to LCHD/CHC to expand our services specifically at the Midlakes Health Center. This Expanded Services grant will be used to add a full time medical provider team, primarily adding a nurse practitioner to help alleviate sick calls and make our services available at more hours during the week and on weekends. We want to be more accessible to our patients just like clinics at Walgreen's and Walmart that have long weekday hours and are open on weekends.

Member White wanted to know if there was an assumption of need for the Round Lake area, Midlakes clinic for expanded services. *A data report that was given to us showed that this zip code and surrounding areas have a great number of ER visits and therefore would benefit having expanded hours and days at Midlakes.*

Member Tarter and Macrowski asked about hiring of new staff and how this will affect the existing staff at the clinic. *Yes, new staff members will be hired and a new team will be added to supplement existing staff. There will be no need for existing staff to work overtime, and schedules will be re-shuffled for extended hours and days.*

The grant requires that our expanded services be up and running within 120 days of award so we are implementing the proposed new hours at Midlakes by January 1, 2015. Marketing is also a part of the grant requirement.

Member Macrowski requested an analysis report on the impact of the expanded services grant to our services as well as financially. *The grant requires monitoring of these components and updates will be given to the board.*

Member Tarter questioned the suggested motion on the grant write up regarding an additional \$100,564 of projected income for the program. *The program income portion of this grant is best estimate using our data as far as where we should be.*

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We will be monitoring this part and will know what we need to appropriate for 2014. The balance not generated will be carried forward to 2015. The data is based on the payor mix and productivity levels of existing staff. We have estimated the gap between what we can bill and what it will cost us. 75% of the cost is upfront and 25% is revenue. This is a conservative estimate. There will always be a gap – grant and revenue will cover all expenses.

Member Radtke made the motion to approve the grant funding of \$335,956 from the Health Resources and Services Administration and the projected income of \$100,564 for the Midlakes Medical Program expansion. Member Ross-Cunningham seconded the motion. Roll Call vote ensued with 7 members voting aye: Brown, Lara, Macrowski, Radtke, Ross-Cunningham, Volkert, White. Member Tarter voted naye. The motion carried and was approved.

C. Informational Items:

1. **Governance Training Session:** The video presentation and training will be deferred to next month's meeting.

D. Items for Future Meetings: None was discussed at this meeting.

6. **Medical Director Report:** Dr. Robert Saqueton referred to the items on the monthly report included in the packet. Some discussion on the provider productivity ensued. Overall system-wide, productivity is at 90%. HRSA's calculation is very blunt but we work on what HRSA asks. HRSA uses encounters and not the relative value (RBRVN).

A. Approval of Healthcare Practitioner Privileging "Batch #87": The Personnel Committee has reviewed the credentialing and privileging of the following provider and has recommended approval from the Governing Council:

1. **Dr. Robert Saqueton, Medical Director/Internal Medicine, FT**

Member White made the motion to approve the privileging of Dr. Robert Saqueton. Member Macrowski seconded the motion. All in favor. None opposed. The motion carried and was approved.

B. Approval of Professional Staff Reappointments: The Personnel Committee has reviewed the reappointments of the following providers and has recommended approval from the Governing Council:

1. **Jeffrey Lerch, MD – NSHC, Flex, OB/GYN, 2 years**
2. **Lauren Oshman, MD – NSHC, Flex, OB/GYN, 2 years**

Member Radtke made the motion to approve the reappointment of the above-mentioned providers. Member Brown seconded the motion. All in favor. None opposed. The motion carried and was approved.

C. Approval of Behavioral Health Services Provider: The Personnel Committee is recommending approval of the following provider:

1. **Pavan Prasad, MD – Psychiatric Resident**

Member Radtke made the motion to defer the item for the next meeting. Member Volkert seconded the motion. All in favor. None opposed. The motion carried and was approved.

7. **Dental Director Report:** Dr. Omar Cockey presented copies of dental brochures that he had been working on with our communications department as part of oral health promotion. A new poster for the SBHC will be created and sent to other programs such as CABS. We promote our dental services doing in reach activities at all health center sites.

An oral health audit of our Ryan White Grant is scheduled for October, 2014.

A grant proposal was completed and submitted to Delta Dental. If approved, funding will be used to provide dental screenings and varnish applications to Head Start children beginning in January, 2015.

8. **Finance Director Report:** Director of Finance Pam Riley presented the August 31, 2014 financial report showing a deficit of \$243,436. There was substantial improvement from July. Areas of improvement are FQHC Medicare, FQHC Medicaid, and commercial insurance revenues. There was improvement in the Medicaid enrollment piece due to the volume of patients getting enrolled.

9. **Subcommittee Reports:** There were no sub-committee reports given at this meeting.

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- 10. Old Business:** Member White asked staff about the employee engagement survey. She wants to make sure we address the issues from our employees. There are a lot of knowledgeable employees at the health department and we don't want to lose them if their needs are not being met and they decide to leave the health department. A big exit of current employees is indicative of their concerns not addressed and no hope of being heard. *An email will be out next week with an update on the employee engagement survey as we have committed to quarterly reports to our staff. So far, there has been no spike of employee exits. A change in the culture doesn't happen overnight.*

Member White was glad to see an article on the LCHD/CHC in the News Sun. This is good outreach and communication to the community.

- 11. New Business:** There was no new business discussed at this meeting.

- 12. EXECUTIVE SESSION:** There was no executive session held at this meeting.

- 13. Adjournment And Next Meeting:**

Thursday, October 23, 2014 at 12:00 noon at the 3010 Grand Avenue Board Room

Member Macrowski made the motion to adjourn. Member White seconded the motion. All in favor. None opposed. The meeting was adjourned at 1:12 p.m.

Respectfully submitted,

Dorothy Volkert, Secretary